

FACILITIES PLANNING AND IMPLEMENTATION COMMITTEE

Tuesday, July 6, 2004

5:00 p.m.

Warren Green Building, 2nd Floor Conference Room
10 Hotel Street, Warrenton, Virginia 20186

Present:

William G. Downey, Board of Supervisors
Richard Robison, Board of Supervisors
G. Robert Lee, County Administrator
Anthony I. Hooper, Deputy County Administrator
Bryan Tippie, Budget Director
Billy Jenkins, Director, Operations
Chrissy Kirby, Executive Assistant, County Administration

Guests:

Ross D'Urso, Commissioner of the Revenue
Jonathan Lynn, Commonwealth's Attorney
Larry Miller, Director, Parks and Recreation
Larry Setti, General Services
John Thrower, McDonough Bolyard Peck
Charlie Ray Fox, Sheriff
Dave Flohr, Sheriff's Office
Gail H. Barb, Clerk of the Circuit Court
Helen Zaleski, Clerk's Office
Barbara Severin, Library Board
Rick Klinc, Director, Information Technologies

Mr. William Downey called the meeting to order at 5:03 p.m. on Tuesday, July 6, 2004.

1. Minutes of June 8, 2004 Meeting:

Mr. Robison requested that the section that was deleted regarding insulation between the block and the costs at the Marshall Community Center be placed back into the final version of the minutes. There were no other changes to the minutes of the June 8, 2004 meeting.

2. Construction Management Plan:

Mr. Downey requested input from the Constitutional Officers. Mr. Robison questioned if there was a need to adopt/approve the plan at this meeting. Mr. Downey indicated that there is no action necessary with regards to adoption of the plan.

Mr. Lee stated that the Construction Management Plan can be handled administratively and no formal Board of Supervisors action is necessary. Mr. Lee told the Committee that if there were questions regarding the Plan, they should be directed to Butch Farley, Director of General Services. Mr. Downey requested that the Plan be placed on the next FPIC meeting agenda for further discussion and indicated that the document presented was a “good starting point.”

3. **Project Review – Warren Green:**

Mr. John Thrower provided an update on the completion of the Warren Green Building. On July 8, 2004, Fauquier County will reach the thirty day punch list completion date.

Mr. Robison questioned if Fauquier County would be able to obtain materials necessary to complete punch list items “in house.” Mr. Downey asked if a fair dollar amount will be assigned to each item not completed. Mr. Downey also wanted to know the status of Fauquier County being provided the necessary warranties. Mr. Thrower stated that Tren has not yet provided warranties and Mr. Thrower will follow-up with them. Mr. Downey wanted to know the expiration date of the performance bond. Mr. Thrower was unable to provide date during the meeting; however, he will report back with the expiration date. Mr. Downey encourages Mr. Thrower and staff to continue to work with the County Attorney on all issues. Mr. Hooper stated that the County’s goal is to have Tren complete all items on the punch list.

Mr. Hooper indicated that the Fauquier Historical Society has been planning a dedication ceremony for the Warren Green Building and there were questions if the County had planned on having a building dedication. Mr. Hooper suggested that the County join efforts with the Historical Society. At the present time, the Historical Society has set a tentative date of September 19, 2004 for the dedication ceremony. Both Mr. Downey and Mr. Robison were in agreement.

4. **Project Review – Culpeper Street Properties:**

Mr. Hooper indicated that the bids have been opened for the Culpeper Street properties. Mr. Setti stated that the hazmat materials had been removed and the costs were a total of \$9,200.00. Mr. Setti indicated that the roofs of both buildings were in good shape. The interior/exterior bids would be awarded on July 9, 2004 and work is expected to begin on or before July 19, 2004. A completion date of August 13, 2004 has been set.

Mr. Downey stressed that the County should stay within or under budget. Mr. Hooper will provide a current budget summary to both Mr. Downey and Mr. Robison following the award of the construction bid.

Gail Barb stated that, currently, the Clerk’s Office has storage space in the old Parks and Recreation Building. Ms. Barb needs an update on if the records stored in the building will need to be relocated.

Rick Klinc provided an update on the installation of wireless equipment for the off-site locations. Currently, the wireless equipment is expected to arrive sometime in July/August. Mr. Klinc stated that there were issues with the production of the wireless equipment. Information Technologies will continue to explore options to obtain the wireless equipment as soon as possible. Mr. Hooper indicated Fauquier County could request the contractor to delay in beginning the project. Mr. Downey stated “do not give Contractor any reason not to start.”

Mr. Klinc stated that the Department of Information Technologies will continue to explore alternative options to the wireless equipment.

Mr. Hooper stated that the goal is to have the Culpeper Street buildings ready for occupancy before Labor Day so that construction at the Courthouse can proceed in September.

5. **Project Review – Courthouse/Adult Detention Center:**

Mr. Hooper reported that Procurement is ready to release the bids for the Courthouse/Adult Detention Center projects. Pre-qualification references for five potential bidders were good. Mr. Hooper stated that the recommended contractor would be presented to the Board of Supervisors at the August 2004 meeting.

Hazmat abatement has begun on the 4th floor, in the areas which were vacated by the County Administration, County Attorney, and Board of Supervisors offices. A meeting with the construction manager to coordinate monitoring and the removal of hazardous materials will be scheduled.

Mr. Lynn requested that staff remaining in the Courthouse building be “educated” regarding the removal of asbestos. Mr. Downey stated that Construction Management staff should remain in contact with Department Heads regarding the construction plan and the removal of hazardous materials.

Mr. Hooper stated that information will be distributed to all staff affected by the upcoming construction.

6. **Project Review – John Barton Payne Building:**

Barbara Severin indicated that completion of the site plan is delayed due to additional time required to schedule Miss Utility. The Library is prepared to seek architectural services to consider options to obtain handicapped accessibility and to have sufficient ingress/egress to allow use by more than fifty occupants.

Mr. Downey questioned what range were the cost estimates at the present time. Estimated costs are between \$300,000 and \$350,000.

Mr. Downey asked if there were a place holder in the CIP for the John Barton Payne Building. Ms. Severin stated that approximately one-half of the money is currently available in General Services budget. A portion of the project budget would be used to fund the architectural services.

7. **Project Update – Marshall Community Center:**

Mr. Hooper indicated that a meeting is to be scheduled with the construction manager and contractor review the bid and to determine if there are opportunities for savings.

8. **Facility Summit Meeting Follow-Up:**

As follow-up to the summit, Mr. Downey indicated that project evaluation criteria should be provided to the CIP Committee, Planning Commission and the Board of Supervisors regarding the shared use of facilities.

Mr. Hooper indicated that there will be discussion among Senior Management regarding coordination of all agencies and will report back to the FPIC.

Mr. Robison felt that co-locating was good idea to reduce some redundancy; however, he stressed that there should be sensitivity to issues regarding school's practice and playing fields.

9. **Next Meeting Date:**

The next meeting of the Facilities Planning and Implementation Committee will be Tuesday, August 10, 2004.

10. **Future Items:**

The CIP Committee meeting will meet on July 21, 2004. Katie Heritage, Assistant County Administrator, will be attending the CIP meetings as the representative from County Administration.

All CIP Committee meetings will have meeting minutes and agendas for public review.

Mr. Robison asked about the possibility of relocating Economic Development out of leased space. Mr. Hooper indicated that currently we have three offices located in leased areas and relocation would not be possible until after Courthouse renovations, approximate 1 to 1 ½ years.

With no further business the meeting adjourned at 6:11 p.m.